

21

MONDAY
JULY, 1997

JULY 1997

183 Days Left

APPOINTMENTS & SCHEDULED EVENTS

| JULY 1997 | | | | | | | AUGUST 1997 | | | | | | |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | | | | | | | | |

| HOURS | NAME • PLACE • SUBJECT |
|-------|------------------------|
| 7:00 | WISCONSIN |
| 8:00 | |
| 9:00 | |
| 10:00 | |
| 11:00 | |
| 12:00 | |
| 1:00 | |
| 2:00 | |
| 3:00 | |
| 4:00 | |
| 5:00 | |
| 6:00 | |
| 7:00 | |
| 8:00 | |
| 9:00 | |
| 10:00 | |

TO BE DONE TODAY (ACTION LIST)

| | |
|----|-------------------------------|
| 1 | RAMP UP PLAN |
| 2 | SkyPage Invoices |
| 3 | First Card Statements |
| 4 | DEAS Application |
| 5 | Invention |
| 6 | New Hire capabilities chart |
| 7 | EDI write-up |
| 8 | Dental Appt |
| 9 | Finish both Appt |
| 10 | Sp. doctor |
| 11 | Minnesota Visit |
| 12 | EDI/EDI write up |
| 13 | Albany, Staten Is, Wisc |
| 14 | Marketing targets print belil |
| 15 | Laptop battery |
| 16 | Frequent flyer tickets |
| 17 | J&B Contract |
| 18 | DC Lockbox |

PHONE CALLS

| | |
|----------------------|---------------------|
| Jane Knorr | Minnesota |
| Dick Oster | |
| Ed Ray (Brian Knorr) | |
| Ken King | |
| Lyn Delaney | 508 697 1200 E 2102 |
| Chris Leary | |
| Hazel | |

EXPENSE & REIMBURSEMENT RECORD

| |
|---------------------------|
| Call Bank Boston |
| Call Miss Mader |
| CHRISTY News 913 721 5513 |
| Karen Caruso |
| Ken Hull |
| Paul - Will talk |
| Will talk |

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